

**Career Opportunity**  
**Department of Labor and Industrial Relations**  
**State of Hawaii Executive Branch**

VACANCY ANNOUNCEMENT

**LABOR LAW ENFORCEMENT SPECIALIST IV**  
**SR- 22 / Oahu**

Consideration may be given to lower levels

**Salary: \$3,950 monthly**

**Opening Date: February 4, 2015**

**Closing Date: July 8, 2015**

An Equal Opportunity Employer

**RECRUITMENT INFORMATION**

Recruitment Number 15-033

A continuous recruitment can close at any time.

Consideration may be given to lower levels:

Labor Law Enforcement Specialist III	(SR-20, Salary: \$3,651 per month)
Labor Law Enforcement Specialist II	(SR-18, Salary: \$3,379 per month)
Labor Law Enforcement Specialist I	(SR-16, Salary: \$3,122 per month)

**DUTIES SUMMARY**

**Labor Law Enforcement Specialist IV (LLES IV):** Includes the following types:

- (A) Independently conducts investigations of business establishments for compliance with State labor laws and rules administered by the program. Assignments generally involve large corporations with complex organizational structures and a large number and variety of occupational types.
- (B) Independently performs the full range of investigations, intake, education and certification activities for a district. Involves the full range of State labor laws and includes highly difficult and complex cases.
- (C) Serves as a working supervisor in performing investigation, intake, education and certification services. Involves planning and coordinating the program activities, providing input on budgetary and legislative matters, recommending revision to operating methods and guidelines, and supervising and training lower level enforcement specialists.
- (D) Independently conducts administrative hearings and informal pre-hearing conferences for simple to moderately difficult cases of complaints on alleged violations of labor laws enforced by the program and rendering a recommended decision after hearing.

**Labor Law Enforcement Specialist III (LLES III):** Includes the following types:

- (A) Independently conducts investigations of business establishments for compliance with State labor laws and rules administered by the program. Assignments are of average difficulty that generally involve small to medium sized business enterprises with limited levels of organizational hierarchy and occupational types and varieties.
- (B) Independently provide intake, educational and certification services which include receiving and reviewing all incoming complaints and determining applicable labor law(s).

**Labor Law Enforcement Specialist II (LLES II):**

Advanced trainee level. Extensive training on pertinent labor laws, rules, interpretations and opinions. Assignment range from simple to moderately difficult.

**Labor Law Enforcement Specialist I (LLES I):**

Entry trainee level. Receives formal and on-the-job training in State and related federal and county labor laws, rules and regulations, investigational techniques and methods and orientation relating to the objectives, policies and procedure of the program.

**MINIMUM QUALIFICATION REQUIREMENTS**

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

**To qualify, you must meet all of the following requirements:**

**BASIC EDUCATION REQUIREMENT for ALL levels:**

Graduation from an accredited four year college or university which included or was supplemented by completion of coursework in bookkeeping.

This training in bookkeeping may have been gained through a high school curriculum in bookkeeping, coursework at an accredited technical school or coursework from an accredited college or university in accounting. The course content in all cases must have included training in the preparation of financial statements.

Excess work experience as described under Specialized Experience, or any other responsible administrative, professional, or other analytical work experience which would provide knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

The applicant must also have education in bookkeeping as specified above or one year of bookkeeping experience which included the preparation of financial statements.

## **SPECIALIZED EXPERIENCE REQUIREMENT:**

None for **LLES I**, one-half ( $\frac{1}{2}$ ) years for **LLES II**, one and one-half ( $1\frac{1}{2}$ ) years for **LLES III** and for **LLES IV** two and one-half ( $2\frac{1}{2}$ ) years of progressively responsible professional work experience which involved the application of labor laws and rules as a primary function, in performing investigations, and/or enforcing and promoting compliance with state laws and rules pertaining to wage and hour; wages and hours of employees on public works; payment of wages and other compensation; family leave; and child labor.

Applicants for LLES III and IV require work experience as described above which involved knowledge and application of pertinent State of Hawaii labor laws.

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The information provided represents a summary of the Class Specification and Minimum Qualification Requirements. Please view the information and requirements in their entirety. Click [class specifications](#) and [minimum qualification](#) to view. You can also obtain the information and requirements from the Department of Human Resources Development website at <http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/>

Click for [DLIR Civil Service APPLICATION \(Form HRD 315\)](#)

or visit the DLIR Website at <http://labor.hawaii.gov/jobs/application/>

or visit the Department of Labor and Industrial Relations, Personnel Office  
830 Punchbowl Street, Room 415  
Honolulu, Hawaii 96813  
(808) 586-9043

Recruitment Hours: Monday thru Friday 8:00am – 4:00pm  
Closed on State Observed Holidays

Submit completed **APPLICATION** and **SUPPLEMENTAL QUESTIONNAIRE** to:  
Department of Labor and Industrial Relations, Personnel Office, 830 Punchbowl St., Room 415, Honolulu, HI 96813.

Mailed applications must be postmarked by midnight of closing date.

**1. REQUIRED SUPPLEMENTAL QUESTIONS**

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not** submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

Applicants must meet all the requirements for the position seeking as of the date of the application, unless otherwise specified. In general, concurrent experience and/or education will not be double credited unless otherwise specified. Possession of the required amount of experience will not in and of itself be accepted as proof of qualification.

\_\_\_\_\_ **Please initial to acknowledge** that you read and understand the above information.

**2. CLASS SPECIFICATIONS and MINIMUM QUALIFICATION REQUIREMENTS**

The information provided in the job announcement represents a summary of the Class Specifications and Minimum Qualification Requirements. A link to access the complete Class Specifications and Minimum Qualification Requirements was provided in the job announcement.

\_\_\_\_\_ **Please initial to acknowledge** that you have accessed and read the complete Class Specifications and Minimum Qualification Requirements via the link provided in the job announcement.

Labor Law Enforcement Specialist IV (III,II,I) – Oahu, 15-033

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**3. JOB LEVELS APPLYING FOR:**

Indicate all levels for which you wish to be considered (more than one may be selected)

- ☐ Labor Law Enforcement Specialist IV
- ☐ Labor Law Enforcement Specialist III
- ☐ Labor Law Enforcement Specialist II
- ☐ Labor Law Enforcement Specialist I

**4. EDUCATION REQUIREMENT for ALL LEVELS:**

☐ I have a bachelor's degree from an accredited four (4) year college or university which included or was supplemented by completion of course work in bookkeeping as describe in the vacancy announcement. Legible copy of transcript included.

☐ I have excess specialized experience or other responsible administrative, professional, technical, or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while fulfilling a prescribed college curriculum. In addition, I have education in bookkeeping as described in the vacancy announcement, or one year of bookkeeping experience which included the preparation of financial statements.

**(On a separate sheet, describe your work experience to support this statement and provide legible copy of transcripts to verify education if applicable)**

**5. SPECIALIZED EXPEREINCE REQUIREMENT for LLES IV, LLES III, LLES II:**

Do you have the required number of years for the level(s) in which you are applying as detailed in the vacancy announcement of progressively responsible professional work experience which involved the application of labor laws and rules as a primary function, in performing investigations, and/or enforcing and promoting compliance with state laws and rules pertaining to wage and hour; wages and hours of employee on public works; payment of wages and other compensation; family leave; and child labor?

- ☐ Yes      ☐ Not applying for LLES IV, LLES III or LLES II

**If Yes, on a separate sheet, identify each experience you would like us to consider and provide the following information. All employers listed should also be listed on your application. Treat each change in employer or position separately.**

- A. Name of employer, dates of employment, and your job title.
- B. What was the **primary** function of your position? What were your **major** duties and responsibilities?
- C. Describe in detail your work experience in the following areas:
  1. Applying labor laws and rules
  2. Conducting investigations
  3. Enforcing and promoting compliance with state laws and rules pertaining to:
    - a. Wage and hour
    - b. Wages and hours of employees on public works
    - c. Payment of wages and other compensation
    - d. Family leave
    - e. Child labor
- D. If applying for LLES IV and III levels, describe your above work experience as it relates to the knowledge and application of pertinent State of Hawaii labor laws.

**6. ADDITIONAL INFORMATION**

Do you have any other information related to this position that you would like us to consider?

☐ Yes ☐ No

If **Yes**, submit with your application.

7. Supporting documents such as transcripts, driver's license, or professional licensure, if applicable as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application.

Please select from one of the statements below:

- ☐ Supporting documents are attached.
- ☐ Supporting documents are forthcoming and will be mailed within five (5) working days to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 415, Honolulu, Hawaii 96813.

**8. How did you find out about this position? (optional)**

- ☐ Department of Labor and Industrial Relations website
- ☐ HireNet Hawaii
- ☐ University website
- ☐ University of Hawaii
- ☐ Chaminade University
- ☐ Hawaii Pacific University
- ☐ Referred by a family, friend, acquaintance, etc.
- ☐ Other: \_\_\_\_\_